City of Port Townsend Information Technology Policy
Screen Locking Policy

Policy

City of Port Townsend computers shall be configured to have a password-enabled screen saver. This security lockout feature shall automatically initiate after the computer remains idle from user interaction for 10 minutes. The user must then reenter their password to gain access to the computer.

Purpose

The purpose of this standard is to protect our computers with password by implementing protected screen savers. The screen saver logs out an active user after a set amount of time with no activity. By requiring a user to sign in when they return, it minimizes the risk of an unauthorized person using an active session while the authorized user is away. A password-enabled screen saver helps to protect the information displayed on your screen, stored on your computer's hard drive, and the information that is accessible from your computer when you walk away from the computer.

Exceptions

Any exceptions to this policy must be requested in accordance with the City of Port Townsend Information Technology Formal Exception Policy.

Applicability and Audience

This policy applies to all employees and elected officials of the City and to all information technology resources, communications systems, and equipment owned, leased, rented, established, or otherwise administered by the City. Violations of this policy expose the City to significant cyber security risk. Employees who violate this policy may be disciplined up to and including termination.

Implementation

This policy shall be effective immediately upon adoption and shall supersede all policies previously adopted by the City. The most current version of this policy will be made available in the "Employee Pages" on the City website. Elected or appointed officials and employees are responsible for understanding and agreeing to abide by all provisions of this policy. The City Manager shall have the authority and responsibility for the implementation of this policy and may make interpretations on issues that are not clearly articulated or not included herein. Notwithstanding the exceptions provided herein, any exceptions to this policy must be authorized in writing by the City Manager.

Supporting CIS controls
4.3 Configure Automatic Session Locking on Enterprise Assets